

System Requirements and Browser Compatibility

Browser Version

System features are best viewed in the browser versions listed below. Other browsers or versions may not display correctly.

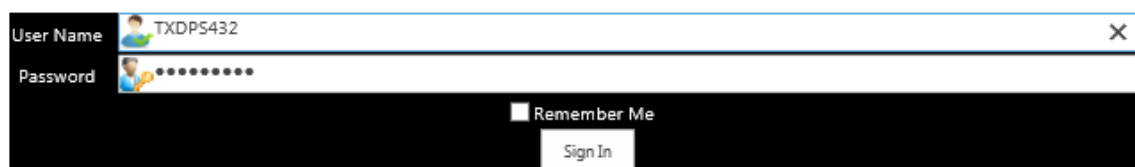
- Google Chrome 34+(Recommended)
- Firefox 26+
- Internet Explorer 10+

Who Should Use this System?

- State agencies should utilize the form to submit their Draft and Final SOWs to DIR for review and approval.
- State agency purchasers who have been identified by their agency as Users or Superusers may submit a Draft SOW and Final SOW form into this system.

Customer Portal Login

To gain access to the SOW Application, approved Agency Users must first login to the Customer Portal (<https://portal.dir.texas.gov/customer>) with valid user name and password provided by DIR's Application Administration personnel. If you do not have a user name and password please contact Beth Perry at Beth.Perry@dir.texas.gov.

A screenshot of a web login form. It has two input fields: 'User Name' with the text 'TXDPS432' and a small user icon, and 'Password' with a masked password '*****' and a small password icon. Below the password field is a checkbox labeled 'Remember Me'. At the bottom right is a 'Sign In' button.


Forgot user name, password, or any other login issues? Click [here](#) to send DIR an email. Include your full name, email address, agency, and phone number.

Once the User is authenticated, the Customer Portal will be displayed for the appropriate agency. On the left navigation pane, there will be a link to the SOW Application. The example below is the Customer Portal for the Texas Department of Public Safety with a single link to *TXDPS SOW*.



SOW Application

Select the *TXDPS SOW* link to launch your agency's instance of the SOW Application. This application contains all previously submitted SOW records for your agency. The initial page displayed is the *application landing page*. From this page, Agency Users may view existing SOWs and initiate the submission process for new SOWs. This page also serves as the central location for Users to monitor the status of submitted SOWs.











Texas Department of Public Safety

TXDPS SOW

[Submit Draft SOW](#)

[Submit Final SOW](#)

Click [here](#) to email for technical support for the site or forms.

✓	SOW ID	SOW Submitter	Name	SOW Type	SOW Status	SOW Name	Created	DIR Due Date	DIR Contract Manager Assigned	Expedite	
	TXDPS-000020	<input type="checkbox"/> Beth DPS Test	accounts and resellers 	...	Draft	Approved	DPS test	Yesterday at 9:50 AM	1/28/2016	<input type="checkbox"/> Perry, Beth	No
	TXDPS-000020	<input type="checkbox"/> Lysa Test DPS	abdefgDPSDMV_MarAprMayData 	...	Final	Approved	DPS test	22 minutes ago	12/23/2015	<input type="checkbox"/> Perry, Beth	No
	TXDPS-000021	<input type="checkbox"/> Eduardo DPS Test	1) SOW_DRAFT_PDF_EM - Copy (1) 	...	Draft	Approved	Test 1	Yesterday at 11:52 AM	1/28/2016	<input type="checkbox"/> Marquis, Eduardo	No
	TXDPS-000022	<input type="checkbox"/> Eduardo DPS Test	1) SOW_DRAFT_PDF_EM - Copy (2) 	...	Draft	Approved	test #2	Yesterday at 3:57 PM	1/28/2016	<input type="checkbox"/> Marquis, Eduardo	No
	TXDPS-000022	<input type="checkbox"/> Eduardo DPS Test	3) SOW_FINAL_PDF_EM - Copy (2) 	...	Final	DIR Review	test #2	10 minutes ago	12/23/2015	<input type="checkbox"/> Marquis, Eduardo	No
	TXDPS-000023	<input type="checkbox"/> Janet DPS Test	Janet Gilmore is Teleworking Today 	...	Draft	Approved	testing DPS	4 hours ago	1/29/2016	<input type="checkbox"/> Gilmore, Janet	No
	TXDPS-000023	<input type="checkbox"/> Janet DPS Test	5-BdMtg-May2013-COO-Marsh v0 4-jg 	...	Final	DIR Review	testing DPS	33 minutes ago	12/23/2015	<input type="checkbox"/> Gilmore, Janet	No
	TXDPS-000024	<input type="checkbox"/> Lysa Test DPS	2calculated-column-cheat-sheet - Copy 	...	Draft	Approved	LysaTestSelectAll	47 minutes ago	1/29/2016	<input type="checkbox"/> Fang, William	No

The submission process consists of two steps: Draft SOW Submission and Final SOW Submission. The submission of the Draft SOW is expected to take place prior to vendor solicitation. After the Draft SOW is reviewed and approved by DIR, the Agency User will be able to submit the Final SOW (signed by the selected Vendor for the SOW) for DIR's final approval and signature.

Statement of Work User Guide

The following fields are available on the application landing page.

Field Name / Term	Definition
Agency Superuser (Superuser)	Name of User within an agency with full permissions to submit SOWs, track, withdraw, etc. SOWs for that agency.
Created	Date on which the SOW was submitted for review
Customer Portal	Required by SB20 as a method for State Agencies to submit Draft and Final SOWs for review and approval by DIR prior to award.
DIR Contract Manager Assigned	Name of the Contract Manager assigned to process the SOW
DIR Due Date	Anticipated date for DIR to complete processing the SOW; thirty business days, with day one beginning the 1 st full day from date submitted
Expedite	Indicates whether the Submitter's request to review a SOW must be Expedited; Expedited Requests require a letter from Agency Executive Director, or their designee, and gives DIR three (3) business days to review.
Name	Name of the SOW file
SOW Name	Name of the SOW
SOW Status	Reflects the current status of a submitted SOW
SOW Submitter (Submitter)	Name of Agency User submitting the SOW; at least one (1) per Agency
SOW Type	Indicates the type of SOW submission; there are two (2) types of SOW submissions: Draft and Final.
SOWID	Unique ID number assigned to each submitted Draft SOW submitted for DIR approval.
User	Agency assigned personnel to work within the DIR SOW Submission Application; refers to Submitter & Superusers, as well as DIR Users.

Instructions for Draft Statement of Work Submissions

Click the **Submit Draft SOW link** at the top of the application landing page to launch the SOW Draft Submission page. This page allows the User to create a new SOW record with a Draft SOW document and all data relevant to the request. In order to Expedite an SOW submission, the Agency User should also supply an additional justification letter.

SOW Draft Submission	
Statement of Work User Guide	
DIR Website	SB20 Quick Reference Sheet
<p><i>Asterisks (*) denote a required field.</i></p> <p>SOW Name: <input type="text"/></p> <p>SOW Scope: <input type="text"/></p> <p>Estimated Value: <input type="text"/></p>	
SERVICES TYPE	
<input type="checkbox"/> Cloud Assessment Services <input type="checkbox"/> Cloud Broker Services <input type="checkbox"/> Cloud Infrastructure as a Service <input type="checkbox"/> Cloud Platform as a Service <input type="checkbox"/> Comprehensive Web Development and Management Services <input type="checkbox"/> Content Management <input type="checkbox"/> Cloud Core Software	
CONTRACT NUMBERS AND VENDORS	
<input type="text"/>	
Select/Deselect All <input type="checkbox"/>	Available Contracts Count:
ADDITIONAL CONTRACT NUMBERS	
<input type="text"/>	
COMMENTS	
<input type="text"/>	
UPLOAD SOW DRAFT FILE:	
<input type="button" value="Click here to attach a file"/>	SOW EXPEDITE: <input type="checkbox"/>
<p>Note: Submit one (1) SOW Draft file. Combine multiple documents into a single PDF file if needed.</p>	
DIR DUE DATE: <input type="text" value="1/29/2016"/>	REVIEW AND SUBMIT
SOW Draft Submission	

Draft SOW Header

1. **Enter SOW Name:** The name of your project. This should be used throughout the submission process for reference.
2. **Enter SOW Scope:** Enter a brief description of the SOW Scope (750 characters or less)
3. **Enter Estimated Value:** Enter the estimated value of your procurement. This should include the purchase order amount and any anticipated Purchase Order Change Notices (POCNs). *Note: Maximum value is \$1,000,000. You may include commas, but do not enter dollar sign. Do not include decimals or cents.*

Services Type

1. Select the appropriate service type for the SOW.
2. This list menu contains various service types that may require an SOW. It should correspond to the DIR vendor contract(s) to whom you will submit your pricing request. You may select up to two (2) Service Types depending on the SOW scope. Please select “Other” only if the Service Type for your SOW is not found in the list.

Contract Numbers and Vendors

- This output field will be populated by the application with the relevant customer numbers and vendor names for the selected Service Type. It should correspond to the DIR vendor contract(s) to whom you will submit your pricing request. If your Estimated Value is less than \$100,000 you will be required to select three (3) or more contracts. If the Estimated Value is greater than \$100,000, you will be required to select six (6) or more contracts. If the number of contracts available is less than the required amount, you will be required to select all available contracts.
- Select the *Select/Deselect all checkbox* to select all entries in this list.
- The *Available Contracts Count field* will display a count of the selected items.

Additional Contract Numbers

If an active DIR contract is not available for selection, you may enter that number here. The DIR SOW review process will determine if that contract should be in the list of available contracts for the Service Types selected.

Comments

Please insert any information that you determine to be relevant. For example, add descriptive text explaining any additional contract numbers that were not available to be selected.

Upload SOW Draft File

1. Upload SOW draft file(s). *Note: If you have more than one document to attach, consider scanning or consolidating files into one (1) file prior to attaching.*

The screenshot shows the 'CONTRACT NUMBERS AND VENDORS' section of the application. A modal dialog box titled 'Attach File' is open, prompting the user to 'Select a file, and then click Attach to upload it.' The dialog includes a file input field with a 'Browse...' button, and 'Attach' and 'Cancel' buttons. In the background, a yellow button labeled 'Click here to upload your SOW document. (Required)' is highlighted with a red rectangle. Below it, a smaller button labeled 'Click here to attach a file' is also visible. To the right, the 'SOW EXPEDITE:' checkbox is shown.

SOW Expedite

If an Expedited review is needed, please select the *SOW Expedite checkbox*. You will then be required to upload your agency's Expedite letter signed by Executive Director (or designee).

This screenshot shows the same 'CONTRACT NUMBERS AND VENDORS' section, but with the 'SOW EXPEDITE:' checkbox checked. The 'Attach File' dialog box is still open. Below the 'COMMENTS' section, a new yellow button appears: 'Click here to upload Expedite document. (Required if SOW Expedite Checked)'. This button is highlighted with a red rectangle. Below it, there is another 'Click here to attach a file' button. The 'UPLOAD SOW DRAFT FILE:' section is also visible on the left.

DIR Due Date


This is an auto-generated field.


- Expedite not checked = thirty (30) business days with day one (1) beginning the 1st full day from date submitted.
- Expedite checked = three (3) business days with day one (1) beginning the 1st full day from date submitted.

Review and Submit button

Select the Review and Submit button to confirm and complete your submission.

Statement of Work User Guide

UPLOAD SOW DRAFT FILE:		SOW EXPEDITE: <input type="checkbox"/>
 1) SOW_DRAFT_PDF_EM - Copy (13).pdf 180.16 KB		
Note: Submit one (1) SOW Draft file. Combine multiple documents into a single PDF file if needed.		
DIR DUE DATE:	2/3/2016	REVIEW AND SUBMIT
SOW Draft Submission		

Upload SOW Draft File:		SOW Expedite: False
 1) SOW_DRAFT_PDF_EM - Copy (13).pdf 180.16 KB		
DIR Due Date:	2/3/2016	<div> <div>Edit</div> <div>Confirm Submit</div> </div>
SOW Draft Confirm		

Edit

Select edit button to edit any field as necessary. Once you are done editing, you'll need to select the Review and Submit button to proceed.

Confirm Submit

Select Confirm Submit button to save the record and submit it to DIR's contract management staff for processing.

Once a Draft SOW is submitted successfully, a confirmation message is displayed with the SOW ID and the SOW Name. The Agency User will also receive an automated email with more details around the request.

Your SOW Draft has been successfully submitted to DIR!	
An email will be sent to you with more detailed SOW information. Thank you.	
SOW ID:	SOW Name:
TXDPS-000028	test

Instructions for Final Statement of Work Submissions

Click the *Submit Final SOW* link at the top of the application landing page to launch the SOW Final Submission page. This page will allow the User to update a Draft SOW record with a Final SOW document and all data relevant to the request.

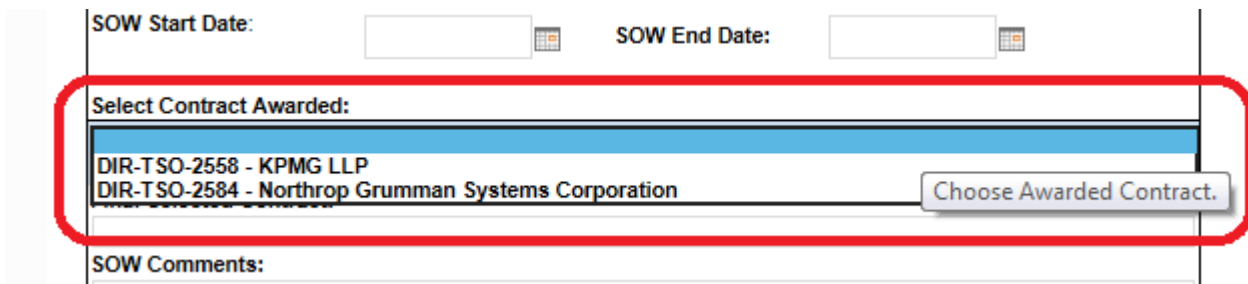
SOW Final Submission	
Statement of Work User Guide	
DIR Website	SB20 Quick Reference Sheet
SOW ID:	<input type="text"/>
SOW Name:	<input type="text" value="Enter SOW Final Scope"/>
SOW Scope:	<input type="text"/>
SOW EstimatedValue:	<input type="text"/>
SOW Start Date:	<input type="text"/>
SOW Final Value:\$	<input type="text"/>
SOW End Date:	<input type="text"/>
Select Contract Awarded:	
<input type="text"/>	
Final Selected Contract:	
<input type="text"/>	
Comments:	
<input type="text"/>	
Upload Final SOW Document:	
<input type="text" value="Click here to attach a file"/>	
DIR Due Date:	<input type="text" value="12/23/2015"/>
<input type="button" value="Review and Submit"/>	
<input type="text"/>	
SOW Final Review	

Final SOW Header

1. **SOW ID:** Select the appropriate SOW ID from the drobox. *Note: Only approved SOW Drafts will be displayed in this dropdown list. This reference number was provided when receipt of your Draft SOW was confirmed. Please use this reference number throughout the submission process.*
2. **SOW Name:** This is the name of the SOW that was provided during the Draft SOW Submission.
3. **SOW Scope:** SOW Draft Scope will be displayed. This is an editable field and can be modified as necessary.
4. **SOW Estimated Value:** This is the estimated value that was provided during the Draft SOW Submission.
5. **SOW Final Value:** Enter the final value for the SOW. this should include the purchase order amount and any anticipated Purchase Order Change Notices (POCNs). *Note: Maximum value is \$1,000,000. You may include commas, but do not enter dollar signs. Do not include decimals or cents.*
6. **SOW Start Date:** Enter the anticipated start date for the SOW. NOTE: The start date may not be sooner than the DIR Due Date.
7. **SOW End Date:** Enter the expected end date for the SOW.

Contract Awarded

Select the awarded DIR contract from the dropdown list.



SOW Start Date: SOW End Date:

Select Contract Awarded:

DIR-TSO-2558 - KPMG LLP

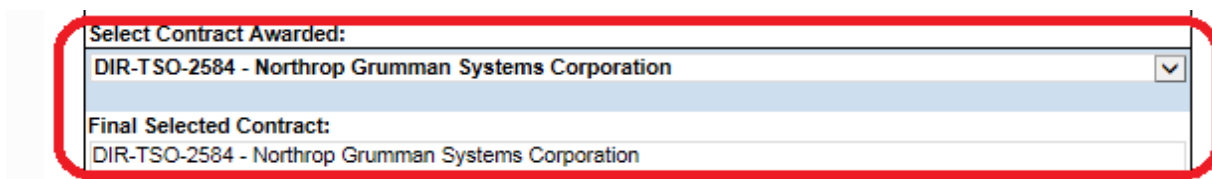
DIR-TSO-2584 - Northrop Grumman Systems Corporation

Choose Awarded Contract.

SOW Comments:

Selected Contract

This selected contract will be displayed here.



Select Contract Awarded:

DIR-TSO-2584 - Northrop Grumman Systems Corporation

Final Selected Contract:

DIR-TSO-2584 - Northrop Grumman Systems Corporation

SOW Comments

Please insert any information that you determine to be relevant in the Comments field.

Upload Final SOW Document

1. Upload Final SOW that has been signed by the agency and the awardee. *Note: If you have more than one (1) document to attach, consider scanning or consolidating files into one (1) file prior to attaching.*

The screenshot shows a web interface with a sidebar on the left containing fields like 'SOW Scope:', 'SOW EstimatedV:', 'SOW Start Date:', 'Select Contract A', and 'Final Selected Contract:'. The main area displays 'DIR-TSO-2558 - KPMG LLP' and 'SOW Comments:'. A red box highlights the 'Attach File' button in the top right. Below it, a message box says 'Please upload SOW document' with a link 'Click here to attach a file'.

DIR Due Date

The DIR SOW review process is expected to take no more than thirty (30) business days from the date the SOW is submitted.

- Expedite checked = thee (3) business days from the date the Expedited request along with letter from Agency Executive Director is received.

Review and Submit button

Select this button to complete validation (Review and Submit) the Final SOW form to DIR for review, approval and signature.

The screenshot shows the 'Upload Final SOW Document:' section with a file upload area containing '3) SOW_FINAL_PDF_EM - Copy (13).pdf' (181.13 KB). Below this, the 'DIR Due Date:' is set to '12/28/2015'. A red box highlights the 'Review and Submit' button. The bottom of the section has a blue bar with the text 'SOW Final Review'.

The screenshot shows the 'Final SOW Document:' section with the same file upload area. Below this, the 'DIR Due Date:' is set to '12/28/2015'. A red box highlights the 'Edit' and 'Submit' buttons. The bottom of the section has a blue bar with the text 'SOW Final Review'.

Edit

Select this button to edit any field as necessary. Once you are done editing, you'll need to select the Review and Submit button to proceed.

Submit

Select this button to save the record and submit it to DIR's contract management staff for processing.

Once a Final SOW is submitted successfully, a confirmation message is displayed with the SOW ID and the estimated DIR Due Date.

Your Final SOW has been successfully submitted to DIR! An email will be sent to you with more detailed SOW information. Thank you.	
SOW ID	DIR Due Date
TXDPS-000021	12/23/2015

Technical Support

Should you require additional assistance with technical support simply email identity.support@dir.texas.gov and include a statement regarding your specific need.

Thank you for using the DIR Statement of Work (SOW) Submission Portal!

Technology Sourcing Office

Texas Department of Information Resources